

California Energy Commission



CLASSIFICATION: Energy Commission Supervisor II
(Lateral transfer opportunity for current Staff Services Manager I)

TENURE: Permanent

TIME BASE: Full-time

SALARY: \$5,312 - \$6,409

LOCATION: Energy Generation Research Office
Energy Research and Development Division

FINAL FILING DATE: Until Filled

DUTIES/RESPONSIBILITIES:

The incumbent works under the general supervision direction of the Office Manager for the Energy Generation Research Office, and working with the team lead, will supervise 10 or more staff supporting the Energy Research and Development Division. The incumbent is knowledgeable in the principals of supervision, conducting an Research Development & Demonstration (RD&D) program, energy policy, contracting procedures, budget and database management, and inter-team management skills. Knowledge of environmental issues from renewable energy and transportation energy issues and technologies is desirable. Incumbent supervises and provides leadership to an interdisciplinary staff which performs complex science, technology, economic and/or market analyses to support energy RD&D. Duties include managing workload, quality control, training, progressive discipline, hiring, mentoring and coaching. The incumbent also assists in program planning and implementation, writing and editing technical and non-technical reports and media documents, preparing for and making public presentations, and consulting with other Divisions and experts in the field.

- Plan and direct the work of staff in coordination with the Environmental and Transportation team leads. Provide supervision for all assigned staff which includes: individual motivation, performance review, career development and training. Prepare, review, and approve probation reports and annual performance appraisals; communicate with staff through routine team meetings; interview and hire staff; review and approves promotions and other personnel actions; prepare and report on budgets and work plans; implement mechanisms to meet work plan objectives and maintains quality control of products; team building and motivation; meet with individual staff to review project status and address technical project issues, and prepares reports and meets with the Office Manager as often as necessary to review the status of the section and resolve issues, and makes recommendations to the Office Manager, division management, Executive Office and Commission Policy Committees.
- Consult with the Office Manager, Division management and program-level leads, to plan the overall goals and objectives, and budget; define workload requirements, schedules, and resource needs; and determine staff assignments.
- Respond to internal and external information requests; support Integrated Energy Policy Report and other Commission and Division policy and planning reports and other special assignments as needed. Identify, assign and oversee specific staff for these assignments.

- Solicit input from stakeholders including representatives from government RD&D organizations and utilities representatives, private developers, and technical experts to identify RD&D opportunities of alternative and advanced energy systems or technologies in California; and define, develop and implement projects that provide significant public benefits to California and meet the policy and technical objectives of the research program.
- Make presentations at workshops and conferences and provide expert testimony at hearings sponsored by the Energy Commission, Public Utilities Commission and other agencies.

DESIRABLE EXPERIENCE/QUALIFICATIONS: The successful applicant should have:

- Excellent interpersonal skills. The successful applicant is expected to work within a larger team environment.
- Ability to communicate complicated information in a simple, consumer-friendly manner.
- Ability to coordinate interdisciplinary projects.

WHO MAY APPLY: All interested eligible persons are encouraged to apply. Applicants must have transfer, list, reinstatement, or SROA/Surplus eligibility. Please indicate your eligibility and RPA# 560-204 for this classification on the state application form, STD. 678.

INTERESTED APPLICANTS SHOULD SUBMIT A COMPLETED STANDARD STATE APPLICATION (FORM STD. 678) TO:

Audra DeBenedetti - RPA# 560-204
Personnel
1516 Ninth Street, M.S. # 3
Sacramento, CA 95814
(916) 654-4515

California Relay (Telephone) Service for the
Deaf or Hearing-Impaired
From HTDD Phones: 1-800-735-2929
From Voice Phones: 1-800-735-2922

RPA# 560-204

POSITION#: 5600-4058-003

DATE: 12/19/12